State of California
Department Of Alcohol and Drug Programs

User Manual Supplement for SRIS version 3.0
SACPA Reporting Information System

Effective April 2, 2002

Introduction

The purpose of this user manual supplement is to describe key enhancements to the SACPA Reporting Information System under Build 3.0. Enhancements to the automation system include:

- automation of the narrative portion of the county plan
- automation of the County Plan portion of SATTA (SB 223)* reporting
- addition of inquiry only access types for county users
- elimination of direct and administrative splits for the service/activity portion of county plans
- update of the system to meet the Governor's web page standards

For detailed instructions on existing functionality please refer the SACPA Reporting Information System User Manual. The manual can be found at on the ADP website at: http://www.adp.state.ca.us/SACPA/P36_SRIS_SystemDocumentation.shtml.

*Substance Abuse Treatment and Testing Accountability (SATTA) Program enacted by SB 223, Ch 721, 2001 Statutes.

A. Automation of the Narrative Portion of the County Plan and other Plan Changes

The narrative description portion of the County Plan submission has been automated and made available to county users via the SACPA web application. The County Narrative Plan has been added to the Fiscal Plan. Since the Fiscal Plans list will now contain both fiscal and narrative information, all references to the Fiscal Plan have been changed to County Plan or Plan.

An example of the screen changes is displayed below.

The county narrative plan section will be made up of two components. 1) A web form comprised of questions from Part I of the County Plan Template and 2) a plan description file upload process. These new elements will be subject to the same rules as the current Fiscal Plan including status restrictions, versions and revision rules, etc.

Users will have access to two new buttons on the Plan List screen. These new buttons are:

1) Update Plan Questions: this button will bring the user to the Plan Questions page that contains the questions from Part I of the County Plan Template
2) Go to Plan Description Files: this button will bring the user to a page that will allow the user to attach, view, download and delete Plan Description files and Board of Supervisors Resolution or other action approving the plan.

How to Add a Plan including the Plan Questions and Plan Description

The 'Add Plan' function has not changed in SRIS 3.0.

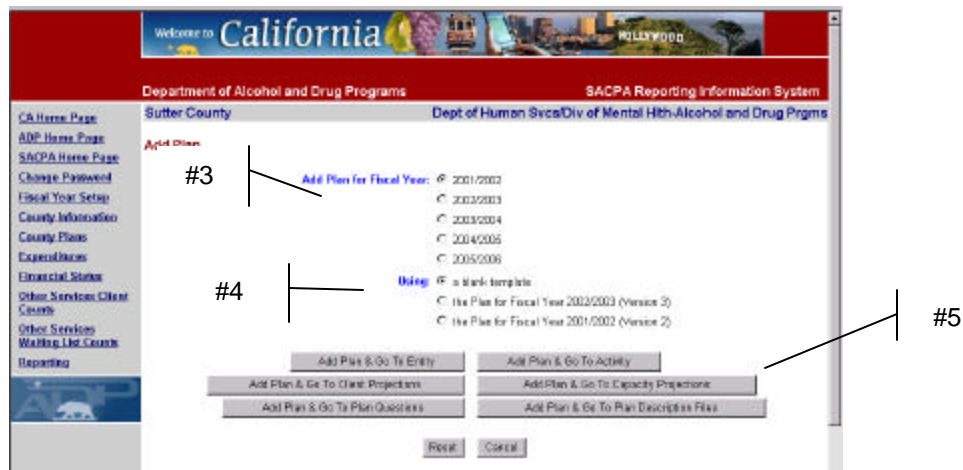| What to Do	Results/Comments
1. Choose 'County Plans' link on the navigation bar	This will bring the user to the County Plan List

2. To add a plan choose the 'Add Plan' button	This will bring the user to the 'Add Plan' screen

3. Select a Fiscal year by choosing the radio button next to the fiscal year you would like to add	The screen display reflects a change to radio buttons from drop down menus to address the Governor's web page standards (see section D for details)

4. Select either a blank template or copy an existing plan by choosing the radio button next to your choice

Note: If the user chooses to copy an existing plan the Plan Description files and Plan Questions associated with that plan will be copied as well

5. Then choose the one of the following buttons:

   - Add Plan & Go to Entity
   - Add Plan & Go to Activity
   - Add Plan & Go to Client Projections
   - Add Plan & Go to Capacity Projections
   - Add Plan & Go to Plan Questions
   - Add Plan & Go to Plan Description Files

The users have two new options on the 'Add Plan' screen. Users have the option to go to the Plan Questions page or to the Plan Description page directly

Navigation between Plan Sections

The navigation between plan sections will be changed to accommodate the two new narrative sections. To allow easier navigation between sections, the update buttons will be moved to links on the navigation bar at the left of the screen when the user enters any of the six screens. These links will not be present unless the user is in one of the following pages:

- Entity
- Service/Activity
- Client Projection
- Capacity Projections
- Plan Questions
- Plan Description Files

An example of this navigation bar change is demonstrated below.

Current Navigation Bar from outside the Plan section:

The navigation bar from inside a Plan section:

The buttons at the bottom of each Plan section screen will now be limited to Submit, Reset, and Cancel.

County Plan Element Changes

Once a plan is added the user can begin updating the plan with County Plan information. The county plan is made up of six elements. Five of the elements are web forms and the last is a file upload function for the plan description.

The existing Fiscal Plan pages (Entity, Service/Activity, Client Projections and Capacity Projections) have been retrofitted with the SATTA (SB 223) reporting requirements. Each page and the associated changes are described below. The two new elements (Plan Questions and Plan Description upload) will also be discussed in detail in the following pages.
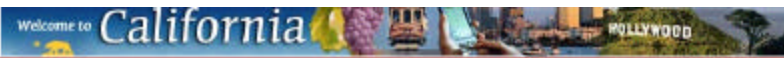
Entity Plan

The Entity Plan page has changed to include the new SATTA (SB 223) reporting requirements. The following fields have been added for SATTA (SB 223):

- Entity Type responsible for administering the drug testing for SACPA clients
- Entity Type planned dollars for Direct Services
- Entity Type planned dollars for Administrative Services

Note: Data entry of Direct Service and Administrative Service costs is optional.

An example of the page is displayed on the following page:

Note: Data entry of Direct Service and Administrative Service costs is optional.

The operation of this page has not changed. The user will be allowed to make updates to the page as long as the plan is in a status of 'Draft' or 'Final'.   To save changes the user will select the submit button.

Service/Activity Plan

This page has undergone two changes. The first change is the elimination of the split between Direct and Administrative Services. Counties will be required to report their planned dollars by service/activity type only. Existing plans direct and administrative planned dollars have been combined.

The second change is the addition of the new SATTA (SB 223) reporting requirements. The following fields have been added:

- Total projected spending for Drug Testing for SACPA clients
- Total projected spending for Other Purposes

An example of the page is displayed on the following page:

The operation of this page has not changed. The user will be allowed to make updates to the page as long as the plan is in a status of 'Draft' or 'Final'.   To save changes the user will select the submit button.

Client Projections

The Client Projections page has changed to include the new SATTA (SB 223) reporting requirements. The following fields have been added:

- Total number of SACPA clients projected for drug testing
- Total number of tests projected for SACPA clients

An example of the page is displayed on the following page:

The operation of this page has not changed. The user will be allowed to make updates to the page as long as the plan is in a status of 'Draft' or 'Final'.   To save changes the user will select the submit button.

Capacity Projections

This page has not been changed other than the format changes to comply with the Governor's web page standards (see section D for details). An example of the page is displayed below:

Plan Questions Page

If the user chooses to go to the Plan Questions page the user will have the option to answer or update the Plan Questions from Part I of the County Plan Template. An example of the screen is displayed on the following pages:

4. How was community input collected?
   (Check all that apply)
   ☐ Community meetings
   ☐ County advisory groups
   ☐ Focus groups
   ☐ Other method(s) (explain briefly) [_____]

5. If there are federally recognized American Indian tribe(s) located within your county, did you include their input?
   (Check one)
   ☐ Yes (required if such tribes are located in your county)
   ☐ No federally recognized American Indian tribe(s) in the county

6. Specify how often entities and impacted community parties met to develop the county plan.
   (Check one)
   ☐ 1-2 times per year
   ☐ 3-4 times per year
   ☐ 5 or more times per year

7. Specify how often entities and impacted community parties will meet to continue on-going coordination of services and activities.
   (Check one)
   ☐ Every three months
   ☐ 4-8 times per year
   ☐ 9 or more times per year

8. What services are available to SACPA clients under the county plan?
   (Check all that apply)

   ☐ Drug treatment
   ☐ Family counseling
   ☐ Literacy training
   ☐ Mental health
   ☐ Vocational training
   ☐ Other (specify) [_____]

9. Identify the entity(ies) responsible for determining a client's level of need for, placement in, and referral to drug treatment.
   (Check all that apply)
   ☐ County alcohol and other drug agency
   ☐ Probation Department
   ☐ Drug treatment provider(s)
   ☐ Other (specify) [_____]

10. Identify the entity(ies) in your county responsible for determining a client's level of need for, placement in, and referral to additional services supplemental to treatment.
    (Check all that apply)
    ☐ County alcohol and other drug agency
    ☐ Drug treatment provider(s)
    ☐ Probation department
    ☐ Other (specify) [_____]

11. What assessment tools are being used in your county for SACPA clients?
    (Check all that apply)

To answer the questions the user will choose the check box next to the appropriate response for each question. If the user does not select at least one response to each question, the system will prompt the user with the following warning when choosing the submit button:
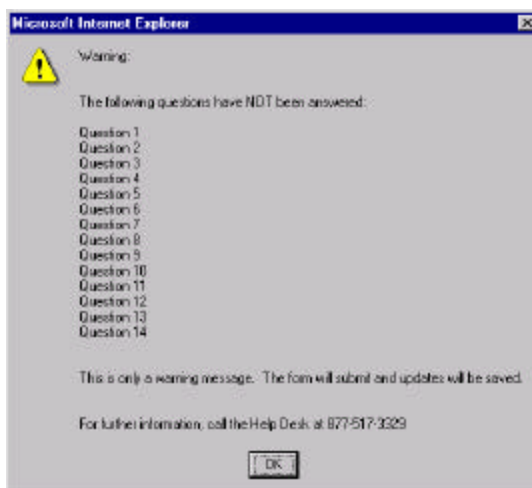
Also, if a response is chosen that requires additional information, for example question #2 'No (specify)', the user will be required to enter a brief explanation of their response before submitting the page.

As with the other Plan sections the function buttons will be at the bottom of the screen and will include:

- ♦ Submit – initiates a system edit validation on the page and saves the data entry
- ♦ Reset – Resets page to state at the time of the last submit
- ♦ Cancel – Returns user to the 'Plan List' without saving changes

Plan Description Files

The Plan Description Files page allows the automated submission of the County Plan Narrative document. This new functionality allows the user to attach, view, download and delete Plan Description files.

Users will be restricted from uploading more than one Plan Description file and one Board of Supervisors Resolution (or other Board approval document) per County Plan. Users will not be able to modify documents on-line. To make changes the user will be required to delete the existing Plan Description and upload a modified document.

A description of how to use the new functionality follows.

Attach a File

County users will have the ability to attach a Plan Description document and a Board of Supervisors Resolution (or other approval document) through a system of file upload. The process will require that the county create these documents using Word with an extension of .DOC.

What to Do	Results/Comments
1. To attach a document, select the type of document you would like to attach by choosing the radio button next to your selection	The user can choose between 'County Plan Description' and 'Board of Supervisors Resolution'

2. Choose the 'Upload' button   This will bring the user to the File Upload screen
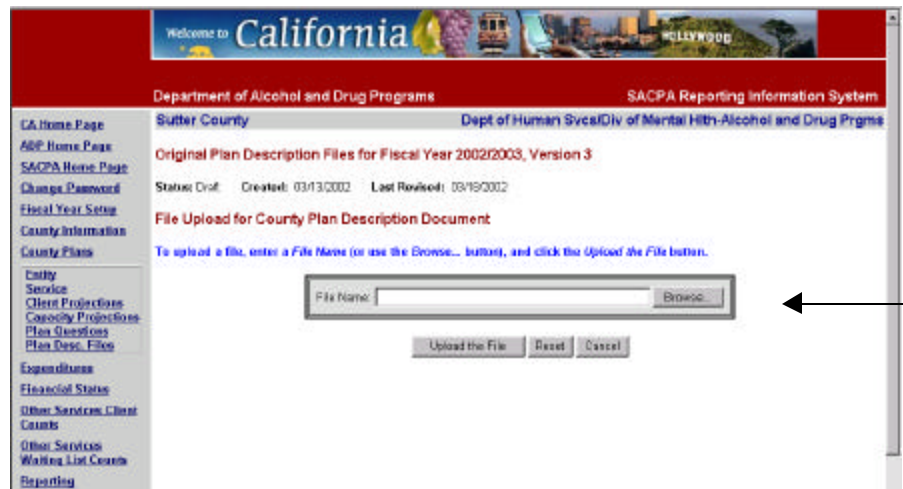
3. Choose the 'Browse' button   This will allow the user to select a file and will open a 'choose file' window

4. Select the appropriate file and choose the 'Open' button   This will display the file name on 'File Name:' window of the File Upload page

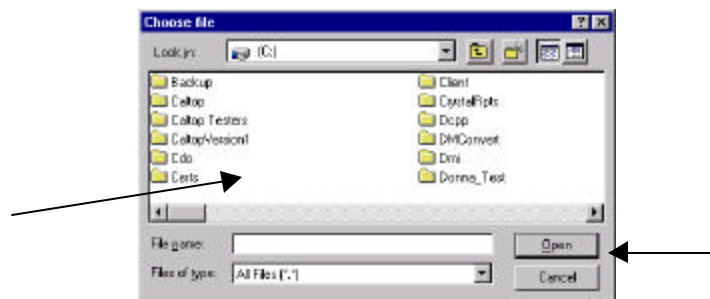5. Select the 'Upload the File' button   This will upload the file to the
                                                 database and will return the user to
                                                 the Plan Description Files page. The
                                                 file name will be displayed under
                                                 document name

View a File

To view a file that has been uploaded, right click on the document link under the 'Document Name' header. In the example above, the user would right click on the County Plan.doc. This will open the document in a separate window. If the document is not compatible with Microsoft Word, the document will not be displayed.

An example of how the document will be display is shown on the following page:
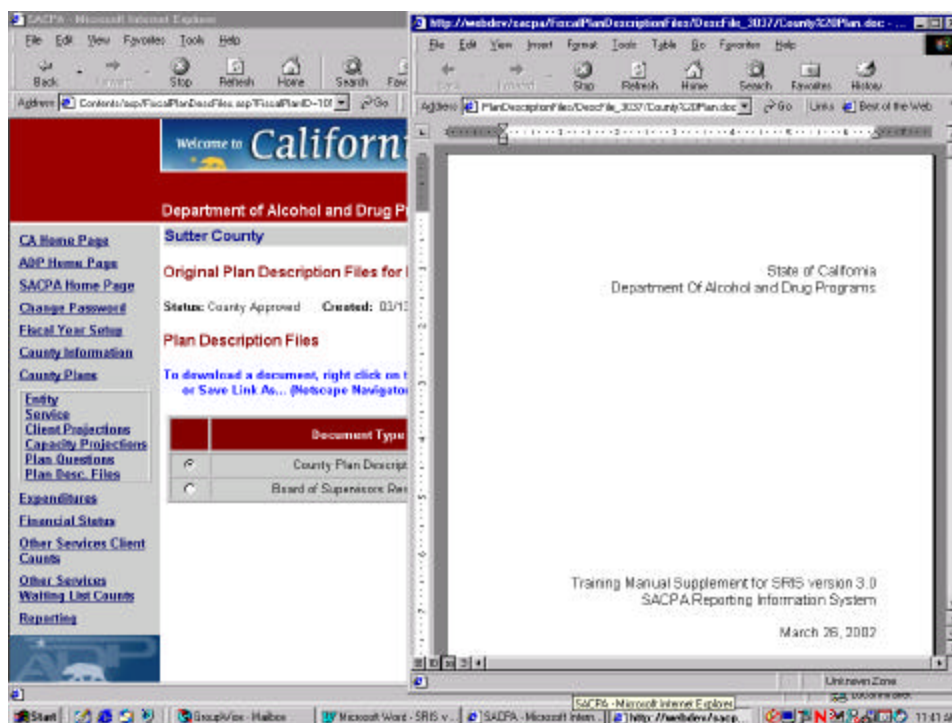
Download a File

To download a file the user must choose save the document while the document is being viewed. To save the document, choose 'File' from the menu bar of the new window and select 'Save As'.
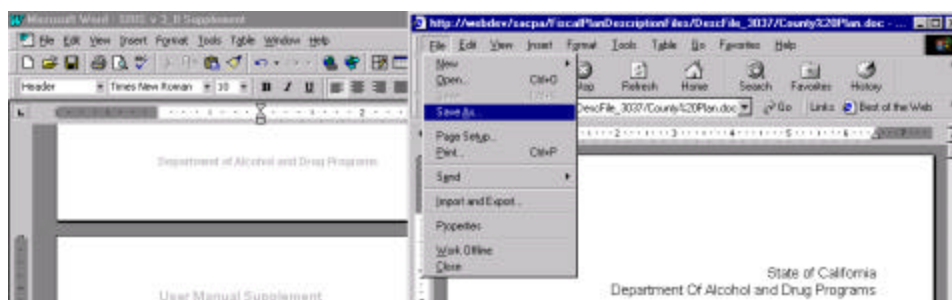
A window will appear allowing the user to save the document wherever they choose.

Delete a Document

To delete a file the user will select the document type using the radio button next to their selection and choose the delete button. This will delete the existing document from the database.

Plan Revision

County users have the option create revisions. If the user chooses to create a plan revision the Plan Description files and the Plan Questions associated with that plan will be copied as well. Two new buttons have been added to the page:

- Create Revision and Go to Plan Questions
- Create Revision and Go to Plan Description Files

An example of the page is displayed below:

B. Addition of Inquiry Only Access for County and ADP Users

County will have the option to choose between two different types of user rights: update and inquiry only access. This new inquiry only access will allow the user to view everything the update user can view but will be restricted from making changes.

Below is an example of the Plan List as seen by a 'Inquiry Only' county user.

To request a user be set up with 'inquiry only' access to the system complete the Form 10098 (see attached). This form can be found on ADP's web site at http://www.adp.state.ca.us/SACPA/P36_SRIS_SystemDocumentation.shtml.

C. Automation of County Submissions for SATTA (SB 223)

The SACPA Reporting Information System will be modified to include reporting of planned spending of SATTA (SB 223) funds. The following modules will be affected by these new reporting requirements: Fiscal Year Setup and County Plan (Entity Plan, Service/Activity Plan, and Client Projections). The changes to the Entity Plan, Service/Activity Plan and Client Projections Plan are discussed in County Plan Element Changes (starting on page 5).

SATTA (SB 223) Allocations Display

Fiscal Year Setup page has been updated to display the SATTA allocation.   ADP staff has entered these amounts. This allocation amount is not included in the 'Total ADP $ Allocation for Fiscal Year', but remains as a separate funding source. This new field does not require update by county users.

The screen changes are displayed below:

The following is a description of the three allocation fields from the Fiscal Year Setup page:

- Calculated ADP $ Distribution for Fiscal Year: This represents the distribution of SACPA funds from ADP for the fiscal year for the county.

- Total ADP $ Allocation for Fiscal Year: This represents the distribution of SACPA funds from ADP plus the excess funds rolled over from the prior year. This total is represents SACPA funds only.

- SATTA (SB 223) $ Allocation for Fiscal Year: This represents the ADP allocation of SATTA (SB 223) funds.

D. Governor's Web Page Standards

Analysis was done on the Governor's Web Page Standards (or Style Implementation Guidelines) as published at http://www.webmasters.ca.gov.   All sections of these guidelines were reviewed, including Overview, HTML Guide, Graphic Guide and the Accessibility Guide.

To meet the standard set by the Governor the following changes were made to the system:

1.   The header and menu bar were changed to match the standard California format.

2.   The navigation bar on the left and the header will scroll with the page as the user scrolls down the pages and forms in the system. 'Back to the Top' links have been added to the bottom of each screen to allow the user to move back up the page to the navigation bar quickly.

3.   Drop down boxes have been changed to scroll boxes or lists with radio buttons.

An example of a screen with a scroll box is displayed below: